



# Henham and Ugley Primary and Nursery School

## Plan for re-opening



### Plans for whole school reopening – 8<sup>th</sup> March 2021

I would like to take this opportunity to thank all of our parents and carers once again for the support that you have shown the school during this unprecedented and very difficult time. Our most recent challenge has been to prepare the whole school for reopening on the 8<sup>th</sup> March 2021, as announced by the government. In order to do this, we have followed detailed guidance from both the Government and Essex County Council regarding recommended measures that must be implemented to ensure the minimisation of any risk of contamination to both pupils and staff. As ever, the safety of our children and staff remains paramount. This reopening model is a joint collaboration with staff and governors and has been shared and approved by ECC.

I appreciate that many children and parents may feel anxious about returning to school. It must be understood by all parties that the reopening of schools, as with any other social situation, still involves a small level of risk of infection with Covid-19 as this is simply due to increased contact with others. We sincerely hope that you are reassured that we have done all that we can to minimise this risk by implementing a comprehensive series of safety measures, as outlined in this document.

**Link to the latest guidance:** <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19>

#### ***The guidance states that:***

*‘The [Royal College of Paediatrics and Child Health](#) has made clear that the overwhelming majority of children and young people still have no symptoms or very mild illness only. Returning to school or college is also vital for their educational progress, for their wellbeing, and for their wider development.*

*From 8 March all children and students should return to school or college and attendance will be mandatory once again from this date. Mandatory attendance means that it is your legal duty as a parent to send your child (if they are of compulsory school age) to school regularly if they are registered at one.*

*We know some parents will be feeling anxious about their children returning to school or college. If you have concerns about your child attending, you should discuss these with your school or college. They should be able to explain ways they are changing things to reduce risks.’*

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## **Section 1 - Attendance**

### ***Attendance expectations as per the DfE guidance:***

*'From 8 March all children and students should return to school or college and attendance will be mandatory once again from this date*

*Mandatory attendance means that it is your legal duty as a parent to send your child (if they are of compulsory school age) to school regularly if they are registered at one.'*

***School attendance will therefore be mandatory again from the 8<sup>th</sup> March 2021.*** This means from that point, the usual rules on school attendance will apply, including:

- It is the parents' duty to ensure that their child regularly attends the school where the child is a registered pupil at school, and they are of compulsory school age
- It is the school's responsibilities to record attendance and follow up absence
- The school is able to issue sanctions, including fixed penalty notices in line with local authority's code of conduct.

## **Section 2 - Our Approach to staffing and 'bubbles'**

### ***The guidance states:***

*'Schools and colleges will minimise contact and encourage maintaining distance as far as possible. It will be different for each school or college. This will involve asking children and young people to:*

- *stay within specified separate groups (or bubbles)*
- *maintain distance between individuals*

*We know that younger school children and those with special educational needs (SEND) may not be able to maintain social distancing. It is likely that for those children the emphasis will be on separating groups.*

*Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups, or bubbles, that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible.'*

Following a rigorous risk assessment and discussion with ECC, we have decided to group the children by their year groups. This means that children will not move between different classes throughout the school day.

However, there will be times when the children will accommodate the playground and hall (lunch times), and other year groups will also be there. Lunches will be staggered by year groups to ensure that social distancing can be maintained as much as possible and cleaning can take place between the different groups using the hall.

There will be one entrance and a separate exit point for children using the hall during these times.

***As per the guidance, 'All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.'***

There may be the occasion where a member of staff moves between bubbles. During these times, strict measures will be in place as per the guidance.

## **Lunchtime Provision**

I am delighted that our kitchen will be operating, however due to limited staff numbers, there will be a reduced menu offered. As mentioned, the children's lunch sessions will be staggered to ensure minimal numbers in the hall. It is vital that your child has their own named water bottle whether they are eating school lunches or bringing in a packed lunch, as we are unable to use school cups to provide drinks.

Children will need to stay in their designated seats during the session.

### **Section 3 - Safe and socially distanced drop off and pick ups**

**Drop off for all children is between 8.30am – 8.55am, after which the main gate will be locked, and parents will need to wait at the doors to the front office to be marked late and registered.**

**Pick up time is between 3.00 and 3.15pm.**

To minimise the number of adults and children at the school entrance, we have arranged for different drop off points. Following these procedures may mean that there will be a short delay before your children reach their classrooms.

**Nursery, Reception, Year 1, Year 2, Year 3, Year 4 and Year 5** – children in these classes will enter via the double nursery gate, and parents will exit via the single school gate entrance.

**Year 6** – children will be dropped at the external entrance to year 6, and parents will exit via the car park.

Ideally, your child/ren must be dropped to school and picked up from school by one adult each day. If it is safe to do so, please try not to bring children onto the site that are not attending our school. If you do need to bring non pupils on site, please ensure they remain with you at all times.

Upon entering the school premises, please observe social distancing.

Face coverings must be worn when on school grounds. If you are exempt, please ensure you have an exemption lanyard to avoid being asked to wear a covering.

Please do not stand by the classroom door. If you need to speak to your child's class teacher, you can indicate this from a safe distance.

We ask that parents leave the surrounding area promptly.

#### **Pick up**

We will repeat this process at pick up and remind parents to leave the school site promptly.

Please remind your children not to play on the play equipment at the end of the school day, but to leave the site promptly.

## **Section 4- Our Protective Measures**

### **Expectations for parents and children:**

- Following guidance, children will not wear items of PPE –
- Children should bring only a coat, a full named water bottle, break time snack and if appropriate, their lunchbox to school. These will be stored in the child's classroom and we as far as we possibly can, we will ensure that they are handled only by the child to whom they belong.
- All children will need to wear their school uniform.
- On days where PE is to take place, the teacher will advise you beforehand and the children will come into school in their PE kit. If the weather turns, children can wear tracksuits for PE following our uniform policy: plain navy blue or school logo kit from Fosters.
- Children will wash their hands on arrival at school, before and after eating, and after sneezing or coughing.
- Children and adults will clean their hands each hour using soap and water.
- Children will use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it).
- Children will visit the toilets one at a time to avoid the need to queue. They will need to ask before leaving the classroom.
- We will provide everything your child needs for their lessons. Pencil cases should not be brought into school.
- No other equipment/ soft toys etc should be brought into school.
- Younger children need to bring a change of clothes in a labelled bag, which will be kept in school, in case of accidents.
- We request that children come to school with a snack to eat at first break
- Food items containing nuts and seeds must not be brought onto school premises.
- You must advise the school immediately if a member of your household tests positively for Covid-19.
- School reading books must not be shared with anyone else or placed back in the school library or reading boxes. Teachers will collect these once completed and they will be placed in a separate box for a minimum of 24 hours. After this time, they will be wiped down and only then returned to circulation. Replacement reading books will be issued as required from a non-contaminated supply.

### **Expectations from school:**

- Hand sanitiser, soap, water, tissues and bins with closed lids will be available in each room.
- We will ensure that help is available for children that have trouble cleaning their hands independently.
- Children will be encouraged not to touch their mouth, eyes and nose.
- We will teach younger children songs, games and rhymes to help them learn appropriate hand washing.

- We will ensure that lidded bins for tissues and other waste items are emptied regularly throughout the day.
- We will open as many windows as we can. In the event of cold weather, we will ensure that windows are open for at least 10mins every hour.
- We will prop all internal doors open with a wedge to avoid touching door handles and door surfaces.
- Contact points will be cleaned regularly using alcohol wipes.
- Tables will be rearranged to ensure maximum distancing and where possible unnecessary furniture will be removed from rooms.
- We will implement a more up front, teacher-based lesson delivery, so that as much as possible children can maintain social distancing. However, we will ensure that despite this, the curriculum is fun and engaging.
- All IT equipment will be thoroughly wiped before and after use.
- Soft furnishings will be removed from rooms, including soft toys and toys that are hard to clean.
- The school building will be thoroughly cleaned in two ways each evening:
  - After the children leave, staff will clean all desks and contact surfaces with wipes and cleaning spray. They will also clean stationery and IT equipment.
  - Our cleaning staff will visit every evening.
  - Twice weekly the school will have an enhanced clean.
- During playtimes, we will introduce a range of games that can be played in a socially distanced way where possible.
- Staff and children will make sure that they wash their hands before and after handling any resources that have travelled from outside of the school building.
- If a member of a bubble tests positively for COVID-19, parents of that bubble will be informed, and all members of that bubble will then self-isolate for 14 days, as detailed in the government guidance.
- Age appropriate posters will be displayed clearly throughout school as visual reminders of what to do.
- Children that may struggle with understanding the rules will be fully supported using social stories and our usual, supportive, methods for helping children to understand instructions.
- Whole school assemblies will not be taking place, assemblies will be delivered in class.

## **Section 5 – If a child or adult becomes unwell**

### **Response to any infection**

*As per the guidance:*

#### **‘Engage with the NHS Test and Trace process**

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.’



## Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Further guidance is available: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

### **Expectations - if a child becomes unwell:**

- If a child becomes ill with coronavirus symptoms, we will ring parents immediately to collect their child. The other members of the bubble do not need to self-isolate unless they develop symptoms or anyone in the bubble tests positive for Covid-19. However, we will inform parents of the other children in the bubble that a child has displayed symptoms and has been sent home, to ensure that there is absolute transparency.
- We will follow the guidance measures in place.
- If a child is awaiting collection, they will be moved to an area where they can be isolated, behind a closed door. We will use the Headteacher's office for this purpose. If the child finds this unsettling or we think that the child might find this unsettling, we will stay with them observing a 2m distance where possible.
- Government guidance states that PPE and face masks are not necessary in school. However, full PPE will be available for staff in each bubble should a child display symptoms and need looking after until the parent arrives. For example, if 2m cannot be maintained – i.e. in the case of a distressed younger child that needs comfort.
- If the child needs to use a bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected.
- If a child becomes ill for any other reason, they will go home. The 48-hour absence rule for sickness or diarrhoea still applies.
- Children will not wear PPE equipment.
- After the unwell child has left the building, we will clean all areas that they have been in contact with, using household disinfectant.

### **Expectations – if an adult becomes unwell:**

- If a member of staff from the bubble becomes unwell or is unable to come into school for any reason, and **there is no alternative provision** for the bubble, parents will be advised as soon as possible that their children cannot come in to school until the adult returns.
- We will follow the guidance procedures as detailed above.

## **Section 6 - Movement within the school building**

We will explain partitions and all rules for movement around the building to the children in a reassuring and age appropriate way.

Adults will wear face coverings in communal areas.

## **Section 7 - Learning in school**

For the first couple of weeks, we will be focusing on ensuring the children are settled back into school life. We will be baselining the children through a range of activities in order to implement a variety of measures to ensure that any gaps in a child's learning are addressed.

We will also factor in opportunities for the following:

- opportunities for children to talk about their experiences during lockdown
- opportunities for one-to-one conversations with trusted adults where this may be supportive
- some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe
- pastoral activity, such as positive opportunities to renew and develop friendships and peer groups
- other enriching developmental activities

## **Section 8 - Our contingency approach to home learning in the event of a further lockdown**

We will immediately reinstate the home learning offer that was in place before the summer holiday.

If your child is off school for 14 days due to Covid-19, we will ensure that they have resources for home learning.

## **Section 9 - Temporary amendments to the behaviour policy**

We know our children well and believe that incidents of bad behaviour will be very limited. However, we will make the following temporary amendments to the behaviour policy.

- For incidents of non-accidental spitting as well as trying to spread the virus maliciously by touching another child or adult, parents will be contacted to attend a meeting with the headteacher and their child to discuss this inappropriate behaviour.
- This behaviour will be logged and monitored.
- Any additional incidents may result in a fixed term exclusion.

The above rules will be made clear, in a supportive fashion, to children when they return to school.

## **Section 10 - What will children need to bring/wear?**

- All children will need to wear full school uniform.
- On days that PE is to take place, the children should arrive in their PE kit and will stay in these clothes for the day. The teacher will communicate this to parents and pupils.
- Children should not bring in pencil cases, we will provide equipment for children and these will not be shared with anyone else.
- A packed lunch, in a labelled container, for those who are not having school dinners
- A snack for break time (no nuts or seeds)
- A full named bottle of water – please note children will not be able to access the water fountains during the day.
- Dependent on the weather – a coat, sunhat etc
- Please also apply sun cream before school if appropriate.

## **Section 11 – After school clubs**

Following the current guidance, there will no after school activities until further notice.

## **Section 12 – Breakfast and after school wrap around care**

We are very pleased to inform you that both the breakfast and after school wrap around care will be resuming from Monday 8<sup>th</sup> March. Should you wish to book your child in, this can be done online via Scopay or by contacting the office for more information at [admin@henhamugley.essex.sch.uk](mailto:admin@henhamugley.essex.sch.uk)

Breakfast sessions will run from 7:15am until 8:45am in the school hall.

After school sessions will run from 3:15pm until 6:15pm in the nursery room as before.

During these sessions, children will be encouraged to remain socially distant from each other.

The control measures as detailed in the above sections will also apply to wrap around care.